

Thank you Email

| | |
|----------------|--|
| To | riteshshah.tops@gmail.com |
| Cc | |
| Bcc | Twinkle shah |
| Subject | Thank you for selecting me as a representative |

Respected sir,

Thank you for choosing me as a representative of our company Tops Technology which is organised on December 19, 2024. I am glad to know that you believe in me and very thankful to you for giving me this kind of opportunity. I will represent our company in the best way I can. I will not let our company and your hope fall.

Thank you,
Twinkle Chavhan

Email for Apology

| | |
|----------------|----------------------------|
| To | riteshshah.tops@gmail.com |
| Cc | |
| Bcc | Twinkle shah |
| Subject | Apology for made a mistake |

Respected sir,

I am Twinkle Chavhan. I am currently working at your company Tops Technology as a Frontend Developer.

I want to inform you that I made a mistake in a task assigned by you that is Registration form validation. In which I forgot to add a pop-up message for showing error in case of invalid mobile number. I assure you that I will fix that as soon as I can and it won't happen again. Apologies for a mistake.

Your sincerely,
Twinkle chavhan

Asking for raise in salary

| | |
|----------------|------------------------------|
| To | riteshshah.tops@gmail.com |
| Cc | Twinkle shah |
| Bcc | |
| Subject | Request for salary increment |

Respected sir,

I am Twinkle Chavhan. I have been working at Tops Technology as a Frontend Developer for the last 3 years. I am writing this mail to request my salary increment.

Whatever work I get, I complete it to the best of my abilities as well as knowledge and never miss a deadline. I believe that my contribution, dedication and performance to the company deserves a salary increment. I put all my efforts into the success and achievements of our company.

Sincerely,
Twinkle Chavhan

Resignation Email

| | |
|----------------|---------------------------|
| To | riteshshah.tops@gmail.com |
| Cc | |
| Bcc | |
| Subject | Resignation letter |

Respected sir,

My name is Twinkle Chavhan, I have been working here from past 2 years. I am writing this letter to inform you that I am resigning from my post as a Frontend Developer at Tops Technology. My last day at the company will be November 12, 2024.

I am thankful for guidance and support provided by the company. I have learnt so many things here. The experience, knowledge and training I have gained from here was amazing. I appreciate the opportunities you have given to me. If there is any task for me during my transition period please let me know.

Thanks and Regards,
Twinkle Chavhan
Frontend Developer | Tops Technology

Email for status update

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|----------------|-----------------------------|
| To | Twinkle shah |
| Cc | |
| Bcc | shashwatchavhan26@gmail.com |
| Subject | Request for a status update |

Dear Twinkle,

I am writing this letter to know about the status of the project Travify. As you know phase one of the project is about to end, so we have to send all the updates to the client. We have only one week left so Whatever work you do please keep updating on Github. So that I can easily check it from there.

If there is any problem then feel free to ask me.

Thank you,
Ritika Patel
